

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, MARCH 28, 2011

**PRESENT:**

Mr. J. Murray, Chairperson, Dr. L. Ross, Vice-Chairperson, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Mr. M. Sefton, Mr. M. Snelling, Mr. K. Sumner.

Secretary-Treasurer, Mr. G. F. Barnes and Recording Secretary, Ms. S. Bailey.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Mr. K. Zabowski, Assistant Secretary-Treasurer.

**REGRETS:**

Mr. P. Bartlette

The meeting started at 7:05 p.m. The Chairperson welcomed all visitors to the meeting.

**AGENDA**

**1.00 AGENDA/MINUTES:**

**1.01 Reference to Statement of Board Operations**

**1.02 Approval of Agenda**

Secretary-Treasurer, Mr. Barnes, noted there were motions that would result from In-Camera discussions regarding Confidential #3.

Trustee Kruck requested a review of sub-committee structures be placed on the April 11, 2011 agenda. He also asked if a fourth member of the Personnel Committee had been appointed yet. Mr. Barnes confirmed that the matter would be discussed at the Personnel Committee meeting to be held on March 29, 2011.

Superintendent, Dr. Michaels, requested the addition of a personnel matter for In-Camera discussions.

Trustee Bowslaugh noted she had one In-Camera item and one item under "Reports of Committees".

Mr. Kruck – Mrs. Bowslaugh  
That the agenda be approved as amended.

Carried.

Point of Privilege:

Trustee Jim Murray stated he would be stepping down as Chairperson of the Board of Trustees effective March 29, 2011 to pursue his political campaign as the NDP candidate for Brandon West. He confirmed he will still remain on the Board of Trustees for the time being. Mr. Murray thanked the Board for electing him as Chairperson. He stated it was an honour to have served this newly elected Board as their first Chairperson.

Mr. Murray also thanked Senior Administration for their support, dedication and assistance. He confirmed Dr. Ross, as Vice-Chairperson, would be Acting Chairperson until such time as an election for a new Chairperson had taken place.

Point of Privilege:

Trustee Sefton commented on the work of the Neelin High School's Social Justice Committee and their "Spread the Net" campaign. He confirmed he had promised the students he would wear a green wig to a future Board meeting should they raise \$5,000. He was pleased to report the students had raised \$6,798.71 which was the equivalent of approximately 680 nets. He congratulated the Neelin High School students and the school's Social Justice Committee for thinking globally while acting locally.

**1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held March 14, 2011 were circulated.

Mr. Snelling – Mr. Sumner

That the Minutes be adopted.

Carried.

Point of Privilege:

Trustee Kruck noted all Committee Minutes recorded in the Board Meeting Minutes were incorrectly listed as "approved as circulated" when the Committee Minutes should be recorded as "Received and Filed". He asked that all future Board Meeting Minutes be amended to read "Received and Filed" with relation to acceptance of Committee Minutes.

**2.00 GOVERNANCE MATTERS:****2.01 Presentations For Information****2.02 Reports of Committees**

- a) Education Committee Minutes

The written report of the Education Committee meeting held March 9, 2011 was circulated.

Mr. Sefton – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

The written report of the Education Committee meeting held March 10, 2011 was circulated.

Mr. Sefton – Mr. Snelling  
That the Minutes be received and filed.

Carried.

b) Finance Committee Minutes

The written report of the Finance Committee meeting held March 10, 2011 was circulated.

Trustee Kruck, referencing the Monthly Financial Statement Review for February attached to the Committee minutes, asked if there was a surplus or a balance and what the Division's plans were if there was a surplus.

Secretary-Treasurer, Mr. Barnes, noted there was a surplus as stated on the last page of the statement. He reminded the Board of the Auditor's recommendations regarding surplus and confirmed that the Finance Committee would be discussing the matter further at a future meeting.

Mr. Snelling – Mr. Sefton  
That the Minutes be received and filed.

Carried.

c) Workplace Safety & Health Committee Minutes

The written report of the Workplace Safety & Health Committee meeting held March 16, 2011 was circulated.

Trustee Snelling requested clarification regarding the number of defibrillators in the schools and how the purchase of the machines are funded. Mr. Malazdrewicz confirmed there were currently seven in the schools and the machines were funded from the phys. ed. budget line. The Board agreed to direct the matter to the Finance Committee for further discussion and possible funding from surplus.

Mrs. Bowslaugh – Mr. Snelling  
That the Minutes be received and filed.

Carried.

d) Other

- MSBA Convention

Trustee Murray reported on the Manitoba School Boards Association 2011 Convention held at the Delta Inn, Winnipeg, March 17 – 19, 2011. He noted he and Trustee Ross had hosted a workshop on Strategic Planning for Board Governance Goals. He also reported on the Board Chairpersons meeting with the Minister of Education.

- Westman Science Fair

Trustee Bowslaugh reported on the Westman Science Fair and participation by Brandon School Division students and circulated a report.

- Public Consultations re: Use of Schools

Secretary-Treasurer, Mr. Barnes, referencing the discussions held at the Facilities and Transportation Committee meeting held March 8, 2011 and reported to the Board on March 14, 2011, confirmed the Committee would not be holding public consultations regarding the use of schools by the community until they have received Provincial information on this pending matter. The Division had been advised information would be available during the spring of 2011.

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

NIL

### **2.05 BUSINESS ARISING**

#### **- From Previous Delegations**

1. It was confirmed the presentation by Danielle Harkness, Student, with several student signatures from both Crocus Plains Regional Secondary High School and Neelin High School opposing reduction in high school prep time had been discussed and taken into consideration during final budget discussions. It was noted a response had been provided to the student spokesperson.

#### **- From Board Agenda**

#### **- MSBA issues (last meeting of the month)**

#### **- From Report of Senior Administration**

- a) School Reports – NIL
- b) Instructional Reports - NIL

- c) Items from Senior Administration Report
- Joint Meeting Agenda with City of Brandon – Referred Business Arising.

The Board reviewed the items placed on the agenda by the City of Council with respect to the upcoming joint meeting. The Board directed the Secretary-Treasurer to add discussions and follow-up regarding the Board's 2011/2012 budget and the Tax Incentive Grant. As well, discussions regarding the possibility of partnering with the City to advocate for increased Provincial Funding for the School Division, together with improved transparency of the funding process was also to be added to the agenda.

- Trustee Request – Manitoba Council for International Education – Referred Business Arising.

Trustee Snelling had attended a presentation at the MSBA Convention regarding International Education in Manitoba. He asked the Board to establish an Ad-Hoc Committee to discuss and review the possibility of implementing such a program in the Brandon School Division. Mr. Barnes, Secretary-Treasurer, noted the Board had looked into this matter approximately three years ago and chose not to partake in the program due to a number of reasons, including cost. He also advised that some school divisions who had participated in the program had since withdrawn due to the high cost and lack of assistance from the Province. Discussions were held regarding the possibility of partnering with the Brandon University; the need for an extensive review of the subject; and the changes to the Brandon community since the proposal was first brought forward. It was agreed a motion would be brought forward establishing an Ad-Hoc Committee to review the possibility of implementing this program in the Brandon School Division.

- P.E.O. Chapter R Scholarship – Referred Motions
- Motion to Collaborate with Stakeholders – Referred Motions.
- Scholarship Committee Appointments – Referred Motions.
- Trustee Inquiries
  - o G. Kruck – Carver Model.

Trustee Kruck thanked Senior Administration for providing the information requested on the Carver model. He noted it would take awhile to digest all the information provided. Trustee Ross noted there were difficulties applying the Carver model to elected Boards and inquired as to why more school boards have not adopted this model. Discussions were held regarding adaptations made to the Carver model by other school Divisions such as Sunrise and Evergreen. It was noted that Committee structures work well with the Carver model but other governance models work better for school boards. It was agreed should the Board decide to implement the Carver model; it would need to be a modified version. Discussions were also held regarding the need to clearly identify any problems with the current Board governance model before moving forward. The Board agreed to hold a Special Meeting in approximately two months to discuss the possibility of adopting a modified version of the Carver model. It was also agreed that discussions regarding a review of the Sub-Committee structure would also take place at the Special Board Meeting. Superintendent, Dr. Michaels was directed to prepare a report to the Board on what it was like to administer a school division under the Carver model.

**2.06 Motions**

- 29/2011 Mr. Karnes – Mr. Sefton  
That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as “The P.E.O. Chapter R of Brandon Scholarship” in the amount of \$500.00 for the 2010-2011 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.  
Carried.
- 30/2011 Mr. Kruck – Mr. Sefton  
That the Board of Trustees work with various stakeholders to advocate for increased Provincial Funding for the Brandon School Division, together with improved transparency of the funding process.  
Carried.
- 31/2011 Mr. Sumner – Mr. Snelling  
That Trustees Sefton and Bowslaugh be approved to serve as members of the Scholarship Committee for 2010-2011.  
Carried.
- 32/2011 Mr. Snelling – Mr. Sefton  
That an Ad-Hoc Committee be established to consider the implementation of an international education program with Trustees K. Sumner, M. Snelling and M. Sefton, to be appointed thereto.  
Carried.
- 33/2011 Mr. Karnes – Mr. Sefton  
That the resignation of Mr. Jim Murray as Chairperson effective March 29, 2011 be accepted with regret.  
Carried.

**2.07 Bylaws**

NIL

**2.08 Giving of Notice**

Mr. Karnes

I hereby give notice that at the next regular meeting of the Board of Trustees, an election for the Office of Chairperson and Vice-Chairperson will be undertaken as necessary.

**Point of Privilege:**

Trustee Kruck requested a discussion regarding the need for an evaluation of the Superintendent. He requested a motion for an Ad-Hoc Committee be formed to look into the matter. Discussions were held noting it is the responsibility of the full Board to evaluate the Superintendent. It was agreed to refer the matter to the Personnel

Committee for further review and to provide the Board with a number of evaluation models which could be used.

## **2.09 Inquiries**

### **2.09a) Public Inquiries (last meeting of each month – max. 15 minutes)**

#### **2.09b) Trustee Inquiries**

1. Trustee Kruck requested the following:

“I request an organizational flow chart that includes all the Board Committees on it.”

Trustee Ross requested clarification of the inquiry noting that all Committee’s report directly to the Board of Trustees. Mr. Kruck noted he would like a chart which clarifies which Committee falls under which member of Senior Administration’s responsibility.

2. Trustee Sefton requested the following:

“I request that Senior Administration begin to investigate the possibility of webcasting Board meetings and storing the webcasts in a manner such that they can be retrieved online at any time. The Lester B. Pearson School Board in Montreal has made great strides in this area and I recommend that we follow their lead. This would be one more step towards increased transparency and community engagement.”

Secretary-Treasurer, Mr. Barnes, noted the matter would be referred to the Director of MIST for follow-up and a report.

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Superintendent, Dr. Michaels, noted the Quarterly Report had been included in the Report of Senior Administration for the Board’s review.

Trustee Kruck, referencing the meeting of the Brandon Community Drug and Alcohol Coalition meeting, expressed concern that the Committee lacked focus regarding their original purpose. He commented on the number of Community members who had forwarded their regrets, and the amount of time spent “off-topic” discussing other items. Trustees advised that the concerns raised by Mr. Kruck should be raised at the Coalition meeting. They noted the Coalition was made up of many Community organizations and therefore cautioned on the way this subject was approached. Superintendent, Dr. Michaels noted Mr. Kruck’s concerns and confirmed that the agenda will be reorganized. She stated the Coalition had been in effect for seven years and in June a look at the strategic pathways and work to date would be provided for newer members to the Coalition.

Secretary-Treasurer, Mr. Barnes, confirmed that the FRAME budget report had been placed in each Trustee's drawer in the Board Room for their information.

Mr. Karnes – Mrs. Bowslaugh  
That the report be received and filed.  
Carried.

### **3.02 Communications for Information**

- a) Tara Kardash, Development Officer, Child and Family Services of Western Manitoba Foundation Inc. (CFSWM), March 2, 2011, addressed to the Brandon School Division and noting the CFSWM is a not for profit, non government funded organization that operates solely on donations. Since its inception in 1991 they have worked with Child and Family Service of Western Manitoba to support family strengthening programs offered at the Elspeth Reid Family Resource Centre, Preschool Enrichment Program and through rural education. By donating to the CHSWM Foundation, the Division will help strengthen the lives of families.

Ordered Filed.

- b) Sarah Cahill, RD, Nutrition Programs-School Milk and Dairy Education, Dairy Farmers of Manitoba, March, 2011, recognizing Neelin High School for their tremendous contribution to the health and well being of its students as demonstrated by having a milk program in their school for 15 consecutive years. They are among 25 schools throughout Manitoba celebrating this milestone. It would be appreciated if a letter recognizing the school's leadership, hard work and dedication to the well being of their students were forwarded to the school principal and school milk coordinator.

Referred Superintendent's Office.

- c) Darryl Gervais, Acting Director, Manitoba Education, Instruction, Curriculum and Assessment Branch, March 2011, advising of the release of the document entitled *Successful Futures for All Students: A Guide to Career Development Programming for Manitoba School Leaders* by Manitoba Education. The document is available on the Department website at: [www.edu.gov.mb.ca/k12/docs/support/success\\_futures/](http://www.edu.gov.mb.ca/k12/docs/support/success_futures/).

Ordered Filed.

- d) Darryl Gervais, Acting Director, Manitoba Education, Instruction, Curriculum and Assessment Branch, March 2011, presenting the poster *Five Key Actions to Improve Student Engagement in the Middle Years* to support the transformation of Middle Years education in Manitoba schools. The poster is a visual reminder of the five key actions that schools can take to improve learning for young adolescents in Grades 5 to 8. The five key actions are directly linked to the document *Engaging Middle Years Students in Learning: Transforming Middle Years Education in Manitoba (2010)* which is intended to support Middle Years pedagogy, planning, innovation, and collaboration in the Educational community.



The poster is available on the Manitoba education website at [www.edu.gov.mb.ca/k12/docs/support/my\\_foundation/](http://www.edu.gov.mb.ca/k12/docs/support/my_foundation/).

Ordered Filed.

- e) Taylor Gunn, Chief Election Officer, Student Vote, March 13, 2011, introducing this non-profit, non-partisan organization whose mandate is to develop habits of democratic citizenship among Canadian youth. Student Vote's program is an election simulation for students under the voting age which coincides with official election periods. The purpose is to provide young Canadians with an opportunity to experience the democratic process first hand and practice the responsibilities of citizenship. The next federal election may occur this spring and schools are invited to register for this nation-wide parallel election.

Referred to Superintendent's Office.

### **3.03 Announcements**

- a) Personnel Committee Meeting – 10:00 a.m., Tuesday, March 29, 2011, Board Room.
- b) Board Briefing – Proposed Bill 13 - 7:00 p.m., Monday, April 4, 2011, Board Room.
- c) Policy Review Committee Meeting – 7:30 a.m., Tuesday, April 5, 2011, Board Room.
- d) Divisional Futures & Community Relations Committee Meeting – 7:00 p.m., Tuesday, April 5, 2011, Brandon Friendship Centre.
- e) Joint City Task Force Committee Meeting – 5:15 p.m. Wednesday, April 6, 2011, Board Room.
- f) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Friday, April 8, 2011, Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 11, 2011, Board Room.

#### **Point of Privilege:**

Trustee Kruck noted he had asked Senior Administration, during budget deliberations, for data supporting their position regarding high school teacher prep time. As the Brandon Teachers Association had presented their data in open Board, Mr. Kruck felt the Division should also discuss their data in open Board rather than In-Camera. Trustee Ross, as Chairperson of the Personnel Committee, reminded the Board of Trustees this information might be a collective bargaining item and therefore felt the data needed to be reviewed In-Camera first. Superintendent, Dr. Michaels, noted the information was being brought forth In-Camera at this meeting in order to seek direction from the Board regarding the data which would be provided. The Chairperson confirmed the matter would be reviewed In-Camera at which time the Board would provide Senior Administration with further direction.

Mr. Karnes – Dr. Ross

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

#### IN COMMITTEE OF THE WHOLE IN CAMERA

#### 4.00 IN CAMERA DISCUSSION:

##### 4.01 Student Issues

###### **- Reports**

- a) Confidential #2 – Letter from MSBA was received as information and discussed.
- b) Trustee Bowslaugh circulated a document on a matter related to high school students.

###### **- Trustee Inquiries**

##### 4.02 Personnel Matters

###### **- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #3, a Report from Superintendent, Dr. Michaels, on a matter regarding school administrators was reviewed. The report was discussed in detail and referred to motion.
- c) A teacher negotiation matter was presented and discussed. The matter was referred to the April 4, 2011 Special Meeting.

###### **- Trustee Inquiries**

##### 4.03 Property Matters/Tenders

###### **- Reports**

###### **- Trustee Inquiries**

**4.04 Board Operations****- Reports**

- a) D. Swayze, Solicitor, Meighen Haddad LLP, spoke to a legal matter. The matter was discussed in detail and at length with direction provided to Senior Administration.

**- Trustee Inquiries**

Mr. Snelling – Mr. Kruck

That the Committee of the Whole In Camera do now resolve into Board.

Carried.

**IN BOARD**

34/2011 Dr. Ross – Mr. Snelling

That Confidential #3 and the recommendations therein be approved and the recommendations be released to the public at 10:00 a.m., Monday, April 4, 2011.

Carried.

35/2011 Mr. Snelling – Dr. Ross

That postings for the position of Vice-Principal at Neelin High School and Vice Principal at George Fitton School be placed effective immediately.

Carried.

36/2011 Mr. Sefton – Mrs. Bowslaugh

That an Administrator Selection Committee, be established and further Trustees Sefton, Karnes, and Ross be appointed to the Committee.

Carried.

**5.00 ADJOURNMENT**

Mr. Kruck – Mr. Sumner

That the meeting do now adjourn (10:55 p.m.).

Carried.

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Chairperson

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Secretary-Treasurer